

# WAYS AND MEANS COMMITTEE

## AGENDA

TUESDAY, SEPTEMBER 6, 2016

**4:00 P.M.**

### COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- |       |               |  |
|-------|---------------|--|
| I     | CALL TO ORDER |  |
| II    | ROLL CALL     |  |
| I- 4  | III           | MINUTES (7/5/16)   |
|       | IV            | PUBLIC INPUT   |
|       | V             | PETITIONS AND COMMUNICATIONS   |
|       | A.            | Sheriff's Office   |
| 5- 6  | 1.            | 416 Grant Application ( <b>Seeking approval of FY2017 416 Grant application; authorization for Board Chair to sign required documents proposed resolution attached</b> )   |
| 7- 9  | 2.            | Dive Rescue Van ( <b>Seeking approval of replacement of old ambulance with 1978 Chevrolet Dive Rescue Van from Midland County at a cost of \$500 utilizing Sheriff Department funds; approval of required budget adjustments - proposed resolution attached</b> )  |
| 10-11 | 3.            | OHSP Traffic Enforcement Grant FY2016-2017 ( <b>Seeking approval of grant application documents - proposed resolution attached</b> )   |
| 12-15 | B.            | Probate Court - Child Care Fund ( <b>Seeking approval of 2016-2017 Child Care Fund Budget; approval of \$525,000 appropriation for 2015-2016 Child Care Fund Budget - proposed resolution attached</b> )   |
| 16-20 | C.            | Friend of the Court - FY2017 - 2021 Title IV-D Cooperative Reimbursement Contract ( <b>Seeking approval of the multi-year contract(s); authorization for Board Chair to sign all required documents and submit electronically - proposed resolution attached</b> )   |
| 21-22 | D.            | Director of Environmental Affairs and Community Development - BCATS MPO Organization Coordination and Planning Area Reform ( <b>Seeking approval of attached proposed resolution in opposition to proposed federal rulemaking regarding Metropolitan Planning Organization Coordination and Planning Area Reform</b> ) |
| 23-24 | E.            | Director of Division on Aging - Service Coordination Agreement with Bay County Child & Senior Citizen Centers Inc./Golden Horizons ( <b>Seeking approval of Agreement; authorization for Board Chair to sign - proposed resolution attached</b> )  |

- 25-28 F. Deputy Equalization Director - L-4029 (2016 Tax Rate Request) **(Seeking approval of L-4029 form; authorization to sign required document - proposed resolution attached)**
- G. Director of Recreation and Facilities
- 29-30 I. Floor Scrubber for Civic Arena **(Seeking appropriation up to \$6,500 for replacement floor scrubber - proposed resolution attached)**
- 31-32 2. Water Storage Tank at Civic Arena **(Seeking appropriation up to \$12,000 for replacement of water storage tank - proposed resolution attached)**
- 33-34 3. Tracks (2) for Skid Steer **(Seeking appropriation up to \$4,000 for replacement tracks for Skid Steer - proposed resolution attached)**
- 35-36 4. Exterior Doors at Community Center **(Seeking appropriation up to \$7,500 to replace exterior doors - proposed resolution attached)**
- 37-38 H. Supervisor of Buildings and Grounds - Winter Storage Rates at Fairgrounds **(Recommending reduction in winter storage rate from \$250 to \$200 - proposed resolution attached)**
- 39 I. Payables **(Proposed resolution attached)**
- J. Finance Officer
- 40-44 I. Budget Adjustments **(Proposed resolution attached)**
- 45 2. Analysis of General Fund Equity 2016 **(Receive)**
- 46 3. Executive Directive #2007-11 **(Receive)**

- VI REFERRALS
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX CLOSED SESSION (when requested)
- X MISCELLANEOUS
- XI ANNOUNCEMENTS
- XII ADJOURNMENT

**PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.**

# WAYS AND MEANS COMMITTEE

## MINUTES

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, JULY 5, 2016, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR COONAN AT 4:05 P.M.

ROLL CALL:

### MOTION NO.

COMMISSIONERS PRESENT:	1	2	3	4	5	6	7	8	9	10	11	12
KIM J. COONAN, CHRMN P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
DONALD J. TILLEY, V. CHRMN P	S/Y	Y	M/Y	M/Y	Y	M/Y	Y	M/Y	M/Y	M/Y	Y	M/Y
MICHAEL J. DURANCZYK P	M/Y	Y	Y	Y	S/Y	Y	Y	Y	Y	Y	Y	Y
VAUGHN J. BEGICK P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	S/Y	Y
THOMAS M. HEREK P	Y	S/Y	Y	S/Y	Y	S/Y	Y	Y	Y	S/Y	Y	Y
MICHAEL E. LUTZ P	Y	Y	Y	Y	M/Y	Y	M/Y	Y	S/Y	Y	Y	S/Y
ERNIE KRYGIER, EX OFFICIO P	Y	M/Y	S/Y	Y	Y	Y	S/Y	S/Y	Y	Y	MY	Y

### MOTION NO.

COMMISSIONERS PRESENT:	13	14	15	16	17	18	19	20	21	22	23	24
KIM J. COONAN, CHRMN	Y	Y	Y									
DONALD J. TILLEY, V. CHRMN	MY	MY	S/Y									
MICHAEL J. DURANCZYK	Y	Y	M/Y									
VAUGHN J. BEGICK	Y	Y	Y									
THOMAS M. HEREK	Y	S/Y	Y									
MICHAEL E. LUTZ	S/Y	Y	Y									
ERNIE KRYGIER, EX OFFICIO	Y	Y	Y									

### MOTION NO.

COMMISSIONERS PRESENT:	25	26	27	28	29	30	31	32	33	34	35	36
KIM J. COONAN, CHRMN												
DONALD J. TILLEY, V. CHRMN												
MICHAEL J. DURANCZYK												
VAUGHN J. BEGICK												
THOMAS M. HEREK												
MICHAEL E. LUTZ												
ERNIE KRYGIER, EX OFFICIO												

OTHERS PRESENT: T.HICKNER, C.GIGNAC, A.DAVIS-JOHNSON, K.PRIESSNITZ, T.JERRY, N.BORUSKO, L.OGAR, WM.WRIGHT, J.STRASZ, R.REDMOND, N.PAIGE, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

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**WAYS AND MEANS COMMITTEE  
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**MOTION NO.**

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**NOTE:** In addition to these typed minutes, this Committee meeting was also video taped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website [www.baycounty-mi.gov/executive/videos](http://www.baycounty-mi.gov/executive/videos).

- 1                    MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JUNE 7, 2016 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

Public input was called with no one expressing a desire to address the Committee.

The first item on the agenda was a request from the Prosecutor for authorization to apply for the 2017-2021 Title IV-D Cooperative Reimbursement Program grant. It was

- 2                    MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE APPLICATION FOR GRANT FUNDING FOR THE 2017-2021 TITLE IV-D COOPERATIVE REIMBURSEMENT PROGRAM (PROSECUTOR'S OFFICE).**
- 3                    MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD AUTHORIZATION TO BEGIN THE RFP PROCESS FOR ELECTRONIC MEDICAL RECORD SOFTWARE (HEALTH DEPARTMENT).**

There was brief discussion with the Health Director Joel Strasz who noted that the current software needs to be updated as there are limitations and there are certain standards that must be met. Commissioner Coonan questioned the maintenance fees which escalates every year - there will be a requirement to better understand the maintenance fees going forward.

Laura Ogar, Director of Environmental Affairs, spoke to the history of the Partnership for the Saginaw Bay Watershed, a volunteer organization, working for the restoration of the Saginaw River and Bay designated as areas of concern that were to be targeted. Public input was part of this process. This is a designated grant that totals \$25,000 and the partnership has pledged a local match of \$10,000 to reflect a portion of the hours spent by their board members and other participants. Ms. Ogar introduced William Wright, Chair of the Partnership for the Saginaw Bay, who spoke to the objectives regarding the lines of communication. He commented on the vast improvement to the beach and thanked everyone for their role in this effort.

- 4                    MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF ACCEPTANCE OF A DEQ GRANT AND AUTHORIZATION FOR BAY COUNTY TO ACT AS FIDUCIARY ON BEHALF OF THE PUBLIC ADVISORY COUNCIL (PAC), PARTNERSHIP FOR THE SAGINAW BAY WATERSHED (ENVIRONMENTAL AFFAIRS AND COMMUNITY DEVELOPMENT).**



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**MOTION NO.**

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- 5            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE TITLE V WORKSITE AGREEMENTS WITH REGION VII, AAA (DIVISION ON AGING).**
  
- 6            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE 457 DEFERRED COMPENSATION LIABILITY POLICY RENEWAL (PERSONNEL DEPT.).**
  
- 7            **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE TUITION REIMBURSEMENTS OF ANDREW COWAN FROM THE CIVIC ARENA AND BRITNEY REED FROM PROBATE COURT.**
  
- 8            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE LETTER OF UNDERSTANDING WITH BCAMPS COVERING NON-STANDARD WORK WEEK (PERSONNEL DEPT.).**
  
- 9            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE LETTER OF UNDERSTANDING WITH THE 911 DISPATCHERS COVERING 12 HOUR SHIFTS/84 HOUR WORK WEEK (PERSONNEL DEPT.).**
  
- 10           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PAYABLES RESOLUTION FOR GENERAL COUNTY AND CENTER RIDGE ARMS (FINANCE DEPT.).**
  
- 11           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SUBMITTED BUDGET ADJUSTMENTS (FINANCE DEPT.).**
  
- 12           **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE ANALYSIS OF GENERAL FUND EQUITY FOR 2016 (FINANCE DEPT.).**
  
- 13           **MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE DEPT.).**
  
- 14           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF PROPOSED RESOLUTION SUPPORTING LAKESHORE LEGAL AID'S FUNDING REQUEST TO REGION VII, AGENCY ON AGING.**

Commissioner Begick reminded everyone of the Auburn Cornfest this coming weekend. He encouraged attending this fun event.

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**MOTION NO.**

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Commissioner Krygier advised of an upcoming meeting July 13 at 6 p.m. at the Bangor Township regarding the Bay Side spoils issue. Representatives from the DEQ will be in attendance.

There being no further business, it was

**15            MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:20 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**

*John E. Miller*  
*Sheriff Of Bay County*

Troy Cunningham  
Undersheriff

Troy A. Stewart  
Jail Administrator



TO: Ernie Krygier, Chairman  
Board of Commissioners

FROM: Sheriff John E. Miller

*jenhyss*

DATE: August 12, 2016

RE: 416 Application Grant FTY 2017

**Request:** The application was just received and the return deadline is September 1, 2016. I am requesting the Committee's Approval and Authorization to approve the grant application to meet the deadline.

**Background:** The Sheriff's Office has received FTY-2017 application grant funds from the 416 Grant to for the Sheriff's Office Traffic Patrol on August 8, 2016.

**Finance/Economics:** The current budget fund is 10131600-10131681 and set up for 2016, this is the application for October 1, 2016 through September 20, 2017. Our allocation FTY 2016 is \$139,407.

**Recommendations:** I am requesting the committee's approval and authorizations to approve for the budget, and upon approval(s) to make necessary budget adjustments for the 2017 budget.

CC: Undersheriff Troy Cunningham  
Deanne Berger, BOC  
Jan Histead, Finance Director  
Kim Priessnitz, Budget Supervisor  
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Is/W&M.416Grant-2016-2017

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**BAY COUNTY BOARD OF COMMISSIONERS****SEPTEMBER 13, 2016****RESOLUTION**

- BY:** **WAYS AND MEANS COMMITTEE (9/6/16)**
- WHEREAS,** The Bay County Sheriff's Office has participated in the Secondary Road Patrol (PA 416) State Office of Highway Safety grant for several years, said grant providing funding for three (3) officers, two (2) patrol vehicles and various items of support equipment; and
- WHEREAS,** Grant funding in the projected amount of \$139,407 is available for FY 2016-2017 and the Bay County Sheriff again wishes to make application for P.A. 416 funding which requires no local funding as a condition of the grant; and
- WHEREAS,** In order to maintain grant compliance, Bay County must continue Maintenance of Effort of twenty-three (23) locally funded Road Patrol officers for the FY 2016 grant cycle; Therefore, Be It
- RESOLVED** By the Bay County Board of Commissioners that the application for Secondary Road Patrol (PA 416) and Traffic Accident Prevention Program funding for 2016-2017 is approved; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute the grant documents (application, grant award, all related required documents) on behalf of Bay County (Sheriff's Office) following legal review/approval; Be It Further
- RESOLVED** That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County;
- RESOLVED** That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Sheriff's Office - PA 416 Grant - 2016-17**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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*John E. Miller*  
*Sheriff Of Bay County*

Troy Cunningham  
Undersheriff

Troy A. Stewart  
Jail Administrator



DATE: August 19, 2016

TO: Kim J. Coonan, Chairman  
Ways and Means Committee

FROM: Undersheriff Troy R. Cunningham *TRC*

RE: Replace aging Vehicle

**Background:** The Sheriff's Office Dive Team has an old ambulance in their fleet specifically used for the Dive Team only. This vehicle is not reliable and no longer dependable in the event of an emergency. We are requesting to replace this vehicle with a 1978 Chevrolet Dive Rescue Van that Midland County Sheriff is willing to sell. The van includes a four tank cascade system, storage area for 8 divers and additional storage for support equipment. This vehicle will benefit the Mid-Michigan region also as a mutual aid asset and would allow Bay County Sheriff's Office Dive Team to respond and assist with an incident if needed.

**Finance/Economics:** There are funds in the current 2016 Budget to purchase this vehicle. Midland County estimates this vehicle would be worth around \$4,500 if scrapped, and \$500 was discussed as a selling price. Van mileage is approximately 15,000. The ambulance we currently have can be sold at auction.

**Recommendation:** I am requesting the committee's approval and authorization to approved funding and purchase of this van for the Sheriff's Office. I am also seeking the Boards approval to make any required budget adjustments.

CC: Sheriff John E. Miller  
Deanne Berger, BOC  
Jan Histed, Finance Officer  
Kim Priessnitz, Assistant Finance Officer  
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Ls/W&M.DiveVan16

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MIDLAND COUNTY  
**SHERIFF**

SHERIFF SCOTT STEPHENSON

Friday August 19th, 2016

Dear Sheriff Miller,

Midland County is willing to sell our 1978 Chevrolet Dive Rescue Van to Bay County. This vehicle was altered and designed to be used by a Dive Rescue Team. The dive vehicle includes a four tank cascade system, storage area for 8 divers and additional storage for support equipment. I would estimate that this vehicle would be worth around \$4,500 if scrapped, but Midland County feels that this vehicle will benefit the Mid- Michigan region as a mutual aid asset and would allow Bay County Sheriff's Office Dive Team to respond and assist with an incident in Midland County if needed.

Please feel free to contact me to discuss a selling price.

Vehicle information:

1978 Chevrolet Dive Rescue Van

Vin: CPL3583319502

Mileage: Approximately 15,000

Sincerely,

Captain Richard Harnois



Jail Administrator, Midland County Sheriff's office

989-832-6688

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**BAY COUNTY BOARD OF COMMISSIONERS****SEPTEMBER 13, 2016****RESOLUTION****BY: WAYS AND MEANS COMMITTEE (9/6/16)****WHEREAS, The Bay County Sheriff Office Dive Team has an old ambulance in their fleet specifically used for the Dive Team only; and****WHEREAS, This vehicle is not reliable in the event of an emergency and the Sheriff's Office wishes to replace this vehicle with a 1978 Chevrolet Dive Rescue Van that the Midland County Sheriff is willing to sell; and****WHEREAS, This van includes a four tank cascade system, storage area for 8 divers, additional storage for support equipment and will benefit the Mid-Michigan region also as a mutual aid asset that would allow the Bay County Sheriff Office Dive Team to respond and assist with an incident if needed; and****WHEREAS, There are funds in the current 2016 Budget to purchase this vehicle; Midland County estimates this vehicle, with mileage of approximately 15,000, would be worth around \$4,500 if scrapped, and \$500 was discussed as a selling price. The ambulance we currently have can be sold at auction; Therefore, Be It****RESOLVED That the Bay County Board of Commissioners approves the purchase of a 1978 Chevrolet Dive Rescue Van from the Midland County Sheriff Department at a cost of \$500, funds to come from the Sheriff Office 2016 budget; Be It Further****RESOLVED That budget adjustments required to facilitate this purchase are approved.****KIM COONAN, CHAIR  
AND COMMITTEE****Sheriff Office - Dive Rescue Van**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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*John E. Miller*  
*Sheriff Of Bay County*

Troy Cunningham  
Undersheriff

Troy A. Stewart  
Jail Administrator



TO: Kim J. Coonan, Chairman  
Ways and Means Committee

FROM: Sheriff John E. Miller *J.E. Miller*

DATE: August 22, 2016

REF: OHSP TRAFFIC ENFORCEMENT GRANT FTY-2017

**Background:** For the past several years, the Sheriff's Office has been awarded traffic enforcement grants offered through the Michigan Office of Highway Safety Planning (OHSP). Safety Belt and Impaired Driving Enforcement are among the enforcement shell grant programs the Sheriff's Office has participated in with OHSP grant funding. Each of the shell grant programs offered is aimed at reducing the number of serious and fatal accidents in Bay County through additional enforcement patrols.

**Economics/Finance:** A opportunity is again being offered to the Sheriff's Office for 2017. The proposed funding level is \$25,000. There are no additional funds required from the County in order to participate in this OHSP grant. The grant provides for deputies' wages during additional scheduled patrols throughout 2017.

**Recommendations:** Request the board to approve and authorize to continue in the 2017 year for the OHSP Michigan Safe Communities Grant and to make necessary budget adjustments.

CC: Undersheriff Troy R. Cunningham  
Jan Histed, Finance Director  
Kim Priessnitz, Budget Supervisor  
Deanne Berger, BOC  
Sgt. Michael Shore  
File Copy

ls/w&m.OHSPRenewal-17

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**BAY COUNTY BOARD OF COMMISSIONERS****SEPTEMBER 13, 2016****RESOLUTION****BY: WAYS AND MEANS COMMITTEE (9/6/16)**

**WHEREAS,** For the past several years, the Bay County Sheriff's Office has been awarded traffic enforcement grants offered through the Michigan Office of Highway Safety Planning (OHSP); and

**WHEREAS,** Safety Belt and Impaired Driving Enforcement are among the enforcement shell grant programs in which the Sheriff's Office has participated and the OHSP grant funding is aimed at reducing the number of serious and fatal accidents in Bay County through additional enforcement patrols; and

**WHEREAS,** A \$25,000 funding opportunity is again being offered to the Bay County Sheriff's Office for 2017 with no additional funds required from the County in order to participate in this OHSP grant; and

**WHEREAS,** The grant provides for deputies' wages during additional scheduled patrols throughout 2017; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners approves the FY2017 Office of Highway Safety Planning grant and authorizes the Chairman of the Board to execute the required grant documents on behalf of Bay County (Sheriff's Office) following legal review/approval.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Sheriff Office - 2017 OHSP Grant**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

**VOTE TOTALS:**

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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**BAY COUNTY PROBATE COURT  
EIGHTEENTH JUDICIAL CIRCUIT COURT - FAMILY DIVISION**

1230 Washington Ave., Suite 715  
Bay City, Michigan 48708-5737

**JOHN C. KEUVELAAR**

Judge of Probate / Family Court

Estates Division (989) 895-4205

Juvenile Division (989) 895-4206

**JOHN P. TORRES**

Deputy Court Administrator

FAX (989) 895-4194

TDD (989) 895-2059

August 29, 2016

Kim Coonan, Chair  
Ways & Means Committee  
Board of Commissioners  
515 Center Avenue  
Bay City, MI 48078

Commissioner Coonan:

The Child Care Fund from the State of Michigan provides a 50% match for expenditures involving placement in agencies, foster homes, our juvenile home facility or institutions. Also covered are programs aimed at working with delinquent youth while the youth remains in their own homes.

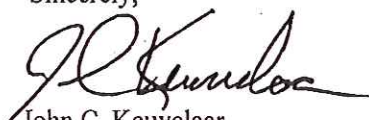
Each state fiscal year a budget is submitted to the state requesting a specific amount of funding for the year beginning in October and ending in September. In the attached Child Care Fund Budget Summary for the 2016-2017 Fiscal Year, you will see monies budgeted in the following categories: \$1,225,000 in the Family Foster Care; 1,475,200 for Institutional Care; \$876,077.85 for In Home Care; \$15,000 for Independent Living. It should be noted that 50% of most expenditures will be reimbursed by the state back to Bay County. We are asking that the full Board review and approve the attached 2016- 2017 Child Care Fund Budget.

We are also requesting a budget adjustment for the 2015- 2016 County Budget. The foster care line item needs to be increased a proportional amount that would better reflect the State 2015-2016 Child Care Fund Budget. We ask that this line item in Bay County's Budget be increased \$525,000, by a transfer from the General Fund to the Child Care Fund. The approved foster care line item in the state budget is \$1,225,000. It should be noted that the amount of money originally appropriated in the county foster care line item this year was \$425,000, much less then the state budget allocation. This increase would put the county more in proportion with the \$820,000 that the county actually spent last year for foster care.

In summary, we are requesting that the Board approve the new 2016-2017 Child Care Fund Budget. We also ask that a General Fund transfer to the Child Care Fund Budget be granted not to exceed \$525,000 which the state of Michigan will reimburse at a rate of 50% for the 2015-2016 Fiscal Year and approve any required budget adjustment.

Please let me know if you have any questions or concerns.

Sincerely,

  
John C. Keuvelaar  
Judge of Probate/ Family Court

cc: Robert Redmond  
Jan Histed

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**BAY COUNTY BOARD OF COMMISSIONERS****SEPTEMBER 13, 2016****RESOLUTION**

- BY: WAYS AND MEANS COMMITTEE (9/6/16)**
- WHEREAS,** The Child Care Fund from the State of Michigan provides a 50% match for expenditures involving placement in agencies, foster homes, our juvenile home facility or institutions. Also covered are programs aimed at working with delinquent youth while the youth remains in their own homes; and
- WHEREAS,** Each state fiscal year a budget is submitted to the state requesting a specific amount of funding for the year beginning in October and ending in September; and
- WHEREAS,** The attached Child Care Fund Budget Summary for the 2016 -2017 Fiscal Year, reflects monies budgeted in the following categories: \$1,225,000 in the Family Foster Care; 1,475,200 for Institutional Care; \$876,077.85 for In Home Care; \$15,000 for Independent Living and it should be noted that 50% of most expenditures will be reimbursed by the state back to Bay County; and
- WHEREAS,** In addition to requesting approval of the 2016-2017 Child Care Fund budget, approval of a budget adjustment for the 2015- 2016 County Budget is also requested; and
- WHEREAS,** The foster care line item needs to be increased by a proportional amount that would better reflect the State 2015-2016 Child Care Fund Budget and it is requested that this line item in Bay County's Budget be increased \$525,000, by a transfer from the General Fund to the Child Care Fund; and
- WHEREAS,** The approved foster care line item in the state budget is \$1,225,000 and it should be noted that the amount of money originally appropriated in the county foster care line item this year was \$425,000, much less then the state budget allocation. This increase would put the county more in proportion with the \$820,000 that the county actually spent last year for foster care; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the 2016-2017 Child Care Fund Budget; Be It Further
- RESOLVED** That the Bay County Board of Commissioners approves a General Fund transfer to the Child Care Fund Budget in an amount not to exceed \$525,000 which the state of Michigan will reimburse at a rate of 50% for the 2015-2016 Fiscal Year; Be It Finally
- RESOLVED** That any related, required budget adjustments are approved.

**KIM COONAN, CHAIR****AND COMMITTEE**

**Probate Court - 2016-2017 Child Care Fund Budget & Budget Adjustment for 2015-2016 Child Care Fund Budget**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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PRD				
Logged In: Torres, John [ Bay County, 18th Circuit Court, Family Division ]				
<a href="#">help</a>				

### County Child Care Budget Summary (DHS-2091)

Organization: Bay County      Fiscal Year: October 1, 2016 through September 30, 2017      Status: In Progress

### County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)  
Children's Services Agency  
Bay County for October 1, 2016 through September 30, 2017

Organization	Court Contact Person	Telephone Number	Email Address
Bay County	John P. Torres - CCF Organ		torresj@baycounty.net
Fiscal Year	MDHHS Contact Person	Telephone Number	Email Address
October 1, 2016 through September 30, 2017	Klm Bejcek - CCF Organiza	(989)426-3300	BejcekK@michigan.gov

Care	Type Of	Anticipated Expenditures		
Care Fund	I. Child	MDHHS	Court	Combined
A. Family Foster Care		\$0.00	\$1,225,000.00	\$1,225,000.00
B. Institutional Care		\$0.00	\$1,475,200.00	\$1,475,200.00
C. In-Home Care		\$7,500.00	\$868,577.85	\$876,077.85
D. Independent Living		\$0.00	\$15,000.00	\$15,000.00
<b>E. Subtotals</b>		\$7,500.00	\$3,583,777.85	\$3,591,277.85
F. Revenue		\$0.00	\$0.00	\$0.00
G. Net Expenditure		\$7,500.00	\$3,583,777.85	\$3,591,277.85

**Cost Sharing Ratios**      County 50% / State 50%

II. Child Care Fund	Court	Combined
Foster Care During Release Appeal Period	\$0.00	\$0.00

**Cost Sharing Ratios**      County 0% / State 100%

III. Juvenile Justice Services Fund	MDHHS	Court	Combined
Basic Grant	\$0.00	\$0.00	\$0.00

**Cost Sharing Ratios**      County 0% / State 100%  
\$15,000.00 Maximum

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## IV. Total Expenditure

\$3,591,277.85

## BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2016 through September 30, 2017; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

Presiding Judge

Date

County Director of MDHHS Signature

Date

Chairperson, Board of Commissioner's Signature

Date

And/Or County Executive Signature

Date

The Michigan Department of Health and Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your county.

AUTHORITY: Act 87, Publication of 1978, as amended.  
COMPLETION: Required  
PENALTY: State reimbursement will be withheld from local government.

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# Memorandum

**To:** Kim Coonan, Chairman, Ways and Means Committee

**From:** Jennifer Gwizdala, Office Manager, Friend of the Court

**Date:** 8/24/2016

**Re:** Agenda Item - FY 2017, 2018, 2019, 2020 and 2021 Title IV-D Cooperative Reimbursement Contract  
(contract attached)

---

## REQUEST:

Board Authorization for the Chairman of the Board to sign all related documentation and/or contracts pertaining to the FY 2017, FY 2018, FY2019, FY2020 and FY 2021 Title IV-D Cooperative Reimbursement Program Contract for the Bay County Friend of the Court. Based upon past experience, we are usually faced with a very brief period for obtaining the required signatures and returning said documents.

## BACKGROUND:

The majority of Friend of the Court revenue is derived from the Office of Child Support, a division of the Michigan Department of Human Services (DHS, f/k/a FIA, f/k/a DSS), under the Cooperative Reimbursement Program. The state will reimburse the county for costs associated with establishing, collecting, and enforcing child support obligations in IV-D cases.

The CRP grant assists the Friend of the Court in performing its "IV-D functions" of collecting, distributing and enforcing court ordered child support obligations, which in turn contributes to the well being of children under the jurisdiction of Bay County Circuit Court. Bay County Friend of the Court currently has approximately 7,500 active child support cases.

## FINANCE:

Attached, please find the copy of the agreement absent the actual numbers.

During the month of September, the Friend of the Court anticipates receipt of the FY 2017 Title IV-D Cooperative Reimbursement Program Contract in the amount of \$1,406,525.12. FY 2016's Cooperative Reimbursement Program Contract allocation was \$1,335,432.25, which demonstrates an increase in the Contract amount of \$71,092.87 for FY 2017.

FY 2018, the Cooperative Reimbursement Program allocation is \$1,471,691.42 which demonstrates an increase of \$65,166.30 from 2017 to 2018.

FY 2019's Cooperative Reimbursement Program Contract allocation is anticipated to be \$1,540,117.16 which demonstrates an increase of \$68,425.74 from 2018 to 2019.

FY 2020's Cooperative Reimbursement Program Contract allocation is anticipated to be \$1,611,962.52 which demonstrates an increase of \$71,845.36 from 2019 to 2020.

FY 2021's Cooperative Reimbursement Program Contract allocation is anticipated to be \$1,687,402.39 which demonstrates an increase of \$75,439.87 from 2020 to 2021.

RECOMMENDATION:

The Friend of the Court requests the Board of Commissioners authorize the Chairman of the Board to sign and/or **submit via Egrams\*** State software, all related documentation and /or contracts pertaining to the Friend of the Court Cooperative Reimbursement Program after review by Corporation Counsel.

\*The County IV-D Grants are now utilizing the Egrams system (<http://egrams-mi.com/dhs>) to submit grant documentation including grant applications. Upon approval, Jennifer Gwizdala, Office Manager for the Friend of the Court, will help assist (if needed) in the submission process.

State of Michigan  
Department of Health & Human Services  
Bureau of Purchasing (BOP)  
PO Box 30037, Lansing MI 48909

Or

235 S. Grand Avenue, Suite 1201, Lansing, MI 48933

AGREEMENT NUMBER: CSFOC17-09001

Between

THE STATE OF MICHIGAN  
DEPARTMENT OF HEALTH & HUMAN SERVICES

And

GRANTEE		PRIMARY CONTACT		EMAIL	
County Of Bay - Friend of the Court		Elizabeth Roszatycki		roszatycki@baycounty.net	
GRANTEE ADDRESS					TELEPHONE
1230 Washington Avenue, P.O. Box 831 Bay City, MI 48707 5731					(989) 895-4295
STATE CONTACT		NAME		TELEPHONE	EMAIL
Contract Administrator		Duane Noworyta		(517) 241-7728	noworytd@michigan.gov
BOP Analyst		Melanie Sanford		(517) 373-9376	sanfordm2@michigan.gov
AGREEMENT SUMMARY					
SERVICE DESCRIPTION		Child Support Services			
GEOGRAPHIC AREA		Bay			
INITIAL TERM		EFFECTIVE DATE*	EXPIRATION DATE	AVAILABLE OPTION YEARS	
5 years		10/01/2016	09/30/2021	2	
MISCELLANEOUS INFORMATION		DUNS NUMBER: 072781412			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION			\$7,717,698.61		
AGREEMENT TYPE		Actual Cost			

The undersigned have the lawful authority to bind the Grantee and MDHHS to the terms set forth in this Agreement. The Grantee's signature on this Agreement is the Grantee's certification that verification has and will be performed. The Grantee's signature certifies that the Grantee is not an Iran linked business as defined in MCL 129.312.

FOR THE GRANTEE (CSFOC, CSPA and CSCOM  
Agreements):

Grantee: County Of Bay

FOR THE STATE:

DEPARTMENT OF HEALTH & HUMAN SERVICES

Signature of Chairperson, County Board of Commissioners

Signature of Director or Authorized Designee

Print Name:

Print Name:

Date:

Date:

FOR THE GRANTEE (CSFOC and CSCOM Agreements Only): FOR THE GRANTEE (CSPA and CSCOM Agreements Only):

Signature of Chief Circuit Judge

Signature of County of Prosecuting Attorney

Print Name:

Print Name:

Date:

Date:

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This Agreement will be in effect from October 1, 2016 through September 30, 2021. No service will be provided and no costs to the state will be incurred before 10/01/2016.

	<u>Agreement Period</u>	<u>Amount</u>
Year 1	10/01/2016 through 09/30/2017	\$1,406,525.12
Year 2	10/01/2017 through 09/30/2018	\$1,471,691.42
Year 3	10/01/2018 through 09/30/2019	\$1,540,117.16
Year 4	10/01/2019 through 09/30/2020	\$1,611,962.52
Year 5	10/01/2020 through 09/30/2021	\$1,687,402.39
Total Amount :		\$7,717,698.61

1. Reserved

2. GRANTEE RESPONSIBILITIES

2.1 Email Address

The Grantee authorizes MDHHS to use the contact information below to send Agreement related notifications/information. The Grantee shall provide MDHHS with updated contact information if it changes. Contact email address: roszatyckie@baycounty.net

2.2 Geographic Area

The Grantee shall provide services described herein in the following jurisdiction: Bay

2.3 Reserved

2.4 Credentials

The Grantee shall assure that appropriately credentialed or trained staff under its control, including Grantee employees and/or subcontractors, shall perform functions under this Agreement.

2.5 Services to be Delivered

Activities the Grantee shall perform:

The Grantee under the terms of this Agreement may participate with the Office of Child Support (OCS) in various child support projects. These projects may be funded with additional federal performance incentives or federal or private grants. In addition to the Title IV-D standards these projects may be subject to additional specific requirements. The additional specific requirements will be provided to the Grantee and the Grantee agrees to comply with any specific requirements related to any project in which it agrees to participate.

The Grantee shall comply with all applicable requirements of the following (and any amendments to the following), hereinafter referred to as "Title IV-D Standards", that relate to establishing paternity or obtaining and enforcing support orders:

- U.S. Code Title 42, Chapter 7, subchapter IV, Part D
- 45 Code of Federal Regulations (CFR) Part 300 to 399
- 45 CFR Part 75
- 45 CFR Part 95
- 2 CFR Part 200
- Applicable Michigan Compiled Laws and Public Acts
- Applicable Michigan Court Rules
- Friend of the Court Manual
- Prosecuting Attorney Handbook
- Combined IV-D Policy Manual

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**BAY COUNTY BOARD OF COMMISSIONERS****SEPTEMBER 13, 2016****RESOLUTION**

- BY:** **WAYS AND MEANS COMMITTEE (9/6/16)**
- WHEREAS,** The majority of Friend of the Court revenue is derived from the Office of Child Support, a division of the Michigan Department of Health and Human Services (DHHS, f/k/a FIA, f/k/a DSS), under the Cooperative Reimbursement Program; and
- WHEREAS,** The state will reimburse the county for costs associated with establishing, collecting, and enforcing child support obligations in IV-D cases; and
- WHEREAS,** The CRP grant assists the Friend of the Court in performing its "IV-D functions" of collecting, distributing and enforcing court ordered child support obligations, which in turn, contributes to the well-being of children under the jurisdiction of Bay County Circuit Court. Bay County Friend of the Court currently has approximately 7,500 active child support cases; and
- WHEREAS,** During the month of September, the Friend of the Court anticipates receipt of the FY 2017 Title IV-D Cooperative Reimbursement Program Contract in the amount of \$1,406,525.12. FY 2016's Cooperative Reimbursement Program Contract allocation was \$1,335,432.25, which demonstrates an increase in the Contract amount of \$71,092.87 for FY 2017; and
- WHEREAS,** Anticipated future funding is as follows:.
- FY 2018:** the Cooperative Reimbursement Program allocation is \$1,471,691.42 which demonstrates an increase of \$65,166.30 from 2017 to 2018.
- FY 2019:** Cooperative Reimbursement Program Contract allocation is anticipated to be \$1,540,117.16 which demonstrates an increase of \$68,425.74 from 2018 to 2019.
- FY 2020:** Cooperative Reimbursement Program Contract allocation is anticipated to be \$1,611,962.52 which demonstrates an increase of \$71,845.36 from 2019 to 2020.
- FY 2021:** Cooperative Reimbursement Program Contract allocation is anticipated to be \$1,687,402.39 which demonstrates an increase of \$75,439.87 from 2020 to 2021.
- RESOLVED** That the Bay County Board of Commissioners approves the FY 2017, FY2018, FY2019, FY2020 and FY2021 Title IV-D Cooperative Reimbursement Contract(s) and authorizes the Chairman of the Board to sign all required documents pertaining to the referred to Title IV-D Cooperative Reimbursement Program Contract(s) for the Bay County Friend of the Court and to submit electronically, if required, following legal review/approval; Be It Further
- RESOLVED** That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Further
- RESOLVED** That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**FOC - Title IV-D CRP Contract (2017-2018-2019, 2020 & 2021)**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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**BAY COUNTY BOARD OF COMMISSIONERS**

**SEPTEMBER 13, 2016**

**RESOLUTION**

**BY:           WAYS AND MEANS COMMITTEE (9/6/16)**

- WHEREAS,**    The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are proposing a new federal rule titled: Metropolitan Planning Organization Coordination and Planning Area Reform; with the described intent of the rule to promote more effective regional planning by states and Metropolitan Planning Organization's (MPO) with a goal to result in unified planning products for each urbanized area. Currently each state establishes its own coordinating processes resulting in various levels of coordination of unified planning products amongst urbanized areas and MPO's within each state; and
- WHEREAS,**    In Bay County, Michigan, the Bay City Area Transportation Study (BCATS) is the MPO for the Bay City Urbanized Area providing transportation planning services on behalf of the metropolitan planning area of Bay County comprised of the cities of Bay City and Essexville and the townships of Bangor, Monitor, Hampton, Portsmouth, Kawkawlin, and Frankenlust; and BCATS, administered through Bay County's Environmental Affairs and Community Development department, Transportation Planning Program, is responsible for developing unified planning products and coordinating transportation planning activities throughout the Bay City Urbanized Area; and
- WHEREAS,**    BCATS partners hold bi-monthly meetings to coordinate the transportation planning process, discuss and identify priority projects and have established processes in place for review and approval of unified planning documents. BCATS meetings provide an opportunity to identify issues and solve problems through coordination and collaboration; and
- WHEREAS,**    BCATS and other Michigan MPOs already actively coordinate with the established Michigan regional planning agencies in accordance with the Governor's Michigan Regional Prosperity Initiative (RPI) which were developed with the primary purpose of coordinating regional planning efforts; and
- WHEREAS,**    BCATS and its neighboring MPOs have established formal agreements that outline responsibilities regarding the transportation planning process in areas where an urbanized area extends outside of one metropolitan planning area and into another; and
- WHEREAS,**    BCATS, through an agreement with the Bay County Board of Commissioners, provides management and policy functions for the transportation planning programs as required by the Fixing America's Surface Transportation Act of 2015; and
- WHEREAS,**    BCATS has objections to the proposed federal rulemaking as Michigan's existing local transportation planning efforts effectively deliver the kind of coordinated unified products the proposed federal rule seeks now to establish; and the proposed federal rulemaking appears to disregard the decisions made by the Michigan Governor, MPOs, and regional planning agencies in establishing and reviewing the continued effectiveness MPO boundaries; and
- WHEREAS,**    The options provided in the proposed federal rule would force some MPO mergers or add additional layers of approval and possibly different priorities from distant boards through unified planning products, having the real potential to reduce availability of local funds, cause delays of transportation projects and disrupt the priorities of our local road and transit providers in the Bay City Urbanized area; and



- WHEREAS,** The proposed federal rule presents a rigid set of options that will be costly to our members and does not recognize the continuous, comprehensive coordination work that is already taking place through inter-agency agreements and BCATS, the federal rulemaking will affect a significant number of MPOs in Michigan and across the nation; and
- WHEREAS,** That the Bay County Board of Commissioners recognizes that the proposed changes will be disruptive to existing transportation planning programing and that the proposed changes are so significant that these proposals should be addressed through changes in legislation rather than rulemaking; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners respectfully requests that FHWA and FTA withdraw the proposed federal rulemaking; Be It Further
- RESOLVED** The Bay County Board of Commissioners does not support Docket No. FHWA-20160016; FHWA RIN 2125-AF68; FTA RIN 2132-AB28 for the Proposed Rulemaking regarding Metropolitan Planning Organization Coordination and Planning Area Reform.

**KIM J. COONAN, CHAIR  
AND COMMITTEE**

**Environmental Affairs – BCATS MPO Organization Coordination and Planning Area Reform**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER E				COMMISSIONER E				COMMISSIONER E			
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

**VOTE TOTALS:**

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

Thomas L. Hickner  
Bay County Executive

Tammy Roehrs  
Director



Bay County Building 2nd Floor, Suite 202  
515 Center Avenue  
Bay City, MI 48708-5123  
(989) 895-4100  
Toll Free (877) 229-9960

FAX (989) 895-4094  
TDD (989) 895-4049  
Web Site: [www.baycounty-mi.gov/aging](http://www.baycounty-mi.gov/aging)  
E-mail: [divonaging@baycounty.net](mailto:divonaging@baycounty.net)

To: Kim Coonan, Chairman, Ways & Means Committee  
From: Tammy Roehrs, Division on Aging Director  
Date: August 25, 2016  
CC: Tom Hickner, Joel Strasz, Amber Johnson  
RE: Service Coordination Agreement with Bay County Child & Senior Citizen Centers, Inc. / Golden Horizons Adult Day Care Center

**BACKGROUND:**

The memorandum of agreement is between Bay County Child & Senior Citizen Centers Inc. Golden Horizons Adult Day Care Center for the purpose of developing and maintaining a working relationship between agencies to assure referrals are channeled to the program which can identify and access available resources for clients.

**FINANCIAL IMPLICATIONS:**

There is no financial cost to the Division on Aging.

**RECOMMENDATION:**

Upon favorable review by Corporation Counsel, the Division on Aging recommends that the memorandum of agreement between Bay County Child & Senior Citizen Centers, Inc./ Golden Horizons Adult Day Care Center and the Bay County Division on Aging be approved, and further that any subsequent addendums or amendments that may become necessary in the course of the next fiscal year be approved.

**BAY COUNTY BOARD OF COMMISSIONERS****SEPTEMBER 13, 2016****RESOLUTION****BY: WAYS AND MEANS COMMITTEE (9/6/16)**

**WHEREAS, A Memorandum of Agreement between Bay County (Division on Aging) and the Bay County Child & Senior Citizen Centers Inc. Golden Horizons Adult Day Care Center has been submitted for consideration; and**

**WHEREAS The purpose of the MOA is to develop and maintain a working relationship between agencies to assure referrals are channeled to the program which can identify and access available resources for clients; and**

**WHEREAS, There is no financial cost to the Division on Aging; Therefore, Be It RESOLVED That the Bay County Board of Commissioners approves the Memorandum of Agreement between Bay County (Division on Aging) and the Bay County Child & Senior Citizen Centers Inc. Golden Horizons Adult Day Care Center and authorizes the Chairman of the Board to execute said MOA on behalf of Bay County following legal review/approval.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**DOA - MOA - Golden Horizons**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_





**BAY COUNTY  
EQUALIZATION DEPARTMENT**

**Richard Gruber**  
Director

**Thomas L. Hickner**  
County Executive

**Kelly Rifenbark**  
Deputy Director  
rifenbarkk@baycounty.net

To: Bay County Board of Commissioners  
Ways & Means Committee

From: Bay County Equalization Department  
Kelly Rifenbark, Deputy Director

Re: L-4029 (2016 Tax Rate Request)

Date: August 29, 2016

The following 2016 Tax Rate Request (L-4029) is a state required form completed to certify that the tax rates (millages) have been reduced, if necessary, to comply with the State Constitution and also authorizes the levy of the listed tax rates on the 2016 tax roll.

Due to the form being due on September 30, 2016 and the November ballot containing millages for renewal, this form may need to be revised after the election.

Thank you.

**Instructions for Completing  
For 614 (L-4029) 2016 Tax Rate Request,  
Millage Request Report to County Board of Commissioners**

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2: Purpose of millage.** Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 3 of 2016 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2015 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2015 permanently reduced rate can be found in column 7 of the 2015 Form L-4029. For operating millage approved by the voters after April 30, 2015, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), 2016 Millage Reduction Fraction Calculations Worksheet. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2016 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2016. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2016 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2016 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2016 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 3 of 2016. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2016 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 3 of 2016. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004 regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.

## BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 13, 2016

## RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/6/16)

**WHEREAS,** The 2016 Tax Rate Request (L-4029) is a state required form completed to certify that the tax rates (millages) have been reduced, if necessary, to comply with the state constitution and also authorizes the levy of the listed tax rates on the 2016 tax roll; Therefore, Be It

**RESOLVED** By the Bay County Board of Commissioners that authorization is granted for the Board Chairman and County Clerk to sign the attached 2016 Tax Rate Request form (L-4029) on behalf of Bay County; Be It Further

**RESOLVED** That inasmuch as the form is due on September 30, 2016 and there are millage questions on the November 8, 2016 general election ballot, a revised L-4029 form may be required to be submitted.

**KIM COONAN, CHAIR  
AND COMMITTEE**

## Equalization - 4029 Form

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



Carefully read the instructions on page 2.

2016 Taxable Value of ALL Properties in the Unit as of 5-23-16

Bay

**Bay County**

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on

[illegible]

Richard Gruber

Telephone Number

**(989) 895-4075**

Title of Preparation

**Equalization Director**

08/29/2016

**CERTIFICATION:** As the representative for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Type Name	Date
<input type="checkbox"/> Secretary			
<input checked="" type="checkbox"/> Chairperson	Signature	Type Name	Date
<input type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

## RECREATION & FACILITIES

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net



## BAY COUNTY

**THOMAS L. HICKNER**  
County Executive

Tel: (989) 895-4132  
Fax: (989) 895-2094  
TDD: (989) 895-4049

To: Kim Coonan, Chairman of Ways & Means Committee

From: Cristen Gignac, Director of Recreation & Facilities

Date: August 30, 2016

Subject: Replacement Floor Scrubber for the Civic Arena

---

**Request:** To gain approval from the Board of Commissioners for a budget adjustment of up to \$6,500 to purchase a Floor Scrubber for the Bay County Civic Arena.

**Background:** Our current floor scrubber at the Bay County Civic Arena is old and breaks down often. Typically, we have been repairing it 1-2 times per year which usually costs upwards of \$500 each time to keep it going. The floor scrubber is on its last leg.

**Economics:** The funds for this project are not budgeted; therefore, a budget adjustment of up to \$6,500 is necessary from the general fund.

**Recommendation:** It is recommended that the Board approve a budget adjustment from the General Fund for up to \$6,500, and approve the Board Chairman to sign documents related to this project upon favorable review from Corporation Counsel.

Cc: Jan Histead  
Kim Priesnitz  
Jon Morse  
Bob Redmond  
Tom Hickner

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## BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 13, 2016

## RESOLUTION

**BY: WAYS AND MEANS COMMITTEE (9/6/16)**

**WHEREAS,** The current floor scrubber at the Bay County Civic Arena is old and breaks down often requiring repair 1-2 times per year which usually costs upwards of \$500 each time to keep it functioning, however, it will not function much longer; and

**WHEREAS,** Funds for this equipment replacement are not budgeted and the anticipated cost of the equipment is up to \$6,500; and

**WHEREAS,** An appropriation from fund balance will be required; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners approves the purchase of a floor scrubber at a cost not to exceed \$6,500, monies to come from Fund Balance; Be It Further

**RESOLVED** That the Chairman of the Board is authorized to execute any documents that may be required for this purchase on behalf of Bay County following legal review/approval; Be It Finally

**RESOLVED** That the budget adjustment required for this acquisition is approved.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Rec & Facilities - Civic Arena Floor Scrubber**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



## RECREATION & FACILITIES

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net



## BAY COUNTY

**THOMAS L. HICKNER**  
County Executive

Tel: (989) 895-4132  
Fax: (989) 895-2094  
TDD: (989) 895-4049

To: Kim Coonan, Chairman of Ways & Means Committee

From: Cristen Gignac, Director of Recreation & Facilities

Date: August 30, 2016

Subject: Water Storage Tank Replacement for the Civic Arena

---

**Request:** To gain approval from the Board of Commissioners for a budget adjustment of up to \$12,000 to purchase a replacement water storage tank for the Bay County Civic Arena.

**Background:** At the Bay County Civic Arena, we have two storage tanks for domestic hot water. One has already been replaced. The 2<sup>nd</sup> one is in need of replacement as it is old and leaking. This hot water storage tank not only provides hot water for the showers in the locker rooms, but also it fills the Zamboni with the necessary hot water for maintaining the ice.

**Economics:** The funds for this project are not budgeted; therefore, a budget adjustment of up to \$12,000 is necessary from the general fund.

**Recommendation:** It is recommended that the Board approve a budget adjustment from the General Fund for up to \$12,000, and approve the Board Chairman to sign documents related to this project upon favorable review from Corporation Counsel.

Cc: Jan Histead  
Kim Priesnitz  
Jon Morse  
Bob Redmond

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**BAY COUNTY BOARD OF COMMISSIONERS****SEPTEMBER 13, 2016****RESOLUTION****BY: WAYS AND MEANS COMMITTEE (9/6/16)****WHEREAS, The Bay County Civic Arena has two storage tanks for domestic hot water, one of which has already been replaced; and****WHEREAS, The second water storage tank is in need of replacement as it is old and leaking; and****WHEREAS, This hot water storage tank not only provides hot water for the showers in the locker rooms, but also it fills the Zamboni with the necessary hot water for maintaining the ice; and****WHEREAS, Funds for this equipment replacement are not budgeted and the anticipated cost of the equipment is up to \$12,000; and****WHEREAS, An appropriation from fund balance will be required; Therefore, Be It RESOLVED That the Bay County Board of Commissioners approves the purchase of a water storage tank for the Bay County Civic Arena at a cost not to exceed \$12,000, monies to come from Fund Balance; Be It Further****RESOLVED That the Chairman of the Board is authorized to execute any documents that may be required for this purchase on behalf of bay County following legal review/approval; Be It Finally****RESOLVED That the budget adjustment(s) required for this acquisition is approved.****KIM COONAN, CHAIR****AND COMMITTEE****Rec & Facilities - Civic Arena Water Tank Replacement**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

## RECREATION & FACILITIES

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net



## BAY COUNTY

**THOMAS L. HICKNER**  
County Executive

Tel: (989) 895-4132  
Fax: (989) 895-2094  
TDD: (989) 895-4049

To: Kim Coonan, Chairman of Ways & Means Committee

From: Cristen Gignac, Director of Recreation & Facilities

Date: August 30, 2016

Subject: Replacement of Two Tracks for the Skid Steer

---

**Request:** To gain approval from the Board of Commissioners for a budget adjustment of up to \$4,000 for the replacement of two tracks for the Skid Steer.

**Background:** The tracks on our current Skid Steer are significantly broken down, have holes and other damage to them. This piece of equipment is used often by our maintenance team on various projects.

**Economics:** The funds for this project are not budgeted; therefore, a budget adjustment of up to \$4,000 is necessary from the general fund.

**Recommendation:** It is recommended that the Board approve a budget adjustment from the General Fund for up to \$4,000, and approve the Board Chairman to sign documents related to this project upon favorable review from Corporation Counsel.

**Cc:** Jan Histead  
Kim Priesnitz  
Jon Morse  
Bob Redmond  
Tom Hickner

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**BAY COUNTY BOARD OF COMMISSIONERS****SEPTEMBER 13, 2016****RESOLUTION****BY: WAYS AND MEANS COMMITTEE (9/6/16)**

**WHEREAS, The two tracks of a Skid Steer, a piece of equipment used often by the County's maintenance staff on various projects, are significantly broken down with holes and other damage; and**

**WHEREAS, This equipment is vital to the Buildings and Grounds Department; and**

**WHEREAS, Funds for this equipment replacement are not budgeted and the anticipated cost of the equipment is up to \$4,000; and**

**WHEREAS, An appropriation from fund balance will be required; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves the purchase of a two tracks for the Skid Steer at a cost not to exceed \$4,000, monies to come from Fund Balance; Be It Further**

**RESOLVED That the Chairman of the Board is authorized to execute any documents that may be required for this purchase on behalf of bay County following legal review/approval; Be It Finally**

**RESOLVED That the budget adjustment(s) required for this acquisition is approved.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Rec & Facilities - Bldgs & Grnds - Skid Steer Tracks**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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## RECREATION & FACILITIES

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net



## BAY COUNTY

**THOMAS L. HICKNER**  
County Executive

Tel: (989) 895-4132  
Fax: (989) 895-2094  
TDD: (989) 895-4049

To: Kim Coonan, Chairman of Ways & Means Committee

From: Cristen Gignac, Director of Recreation & Facilities

Date: August 30, 2016

Subject: Replacement of Exterior Doors at the Community Center

---

**Request:** To gain approval from the Board of Commissioners for a budget adjustment of up to \$7,500 to replace the exterior doors at the Community Center on both sides of the facility.

**Background:** The exterior doors at the Bay County Community Center are deteriorating. The doors on both sides of the facility are rusted badly due to weather and old age. The doors have deteriorated enough that they are creating a security issue in our building.

**Economics:** The funds for this project are not budgeted; therefore, a budget adjustment of up to \$7,500 is necessary from the general fund.

**Recommendation:** It is recommended that the Board approve a budget adjustment from the General Fund for up to \$7,500, and approve the Board Chairman to sign documents related to this project upon favorable review from Corporation Counsel.

Cc: Jan Histead  
Kim Priesnitz  
Jon Morse  
Bob Redmond  
Tom Hickner

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**BAY COUNTY BOARD OF COMMISSIONERS****SEPTEMBER 13, 2016****RESOLUTION****BY: WAYS AND MEANS COMMITTEE (9/6/16)**

**WHEREAS,** Due to weather and old age, the exterior doors on both sides at the Bay County Community Center are badly rusted and rapidly deteriorating and are creating a security issue at the Community Center; and

**WHEREAS,** Funds for this equipment replacement are not budgeted and the anticipated cost of the replacement doors is up to \$7,500; and

**WHEREAS,** An appropriation from fund balance will be required; Therefore, Be It **RESOLVED** That the Bay County Board of Commissioners approves the replacement of the exterior doors at the Bay County Community Center at a cost not to exceed \$7,500, monies to come from Fund Balance; Be It Further

**RESOLVED** That the Chairman of the Board is authorized to execute any documents that may be required for this purchase on behalf of bay County following legal review/approval; Be It Finally

**RESOLVED** That the budget adjustment(s) required for this acquisition is approved.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Rec & Facilities - Replacement of Exterior Doors at Community Center**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_






**BAY COUNTY  
BUILDINGS & GROUNDS DIVISION**

Thomas L. Hickner  
County Executive

JON M. MORSE  
Supervisor of Buildings & Grounds  
[morsej@baycounty.net](mailto:morsej@baycounty.net)

TO: KIM COONAN  
WAYS & MEANS CHAIRMAN

FROM: JON MORSE   
SUPERVISOR OF BUILDINGS & GROUNDS

RE: WINTER STORAGE RATES

DATE: AUGUST 26, 2016

**REQUEST:**

Approve to decrease winter storage fees at Fairgrounds from \$250 to \$200.

**BACKGROUND:**

Recreation/Maintenance staff have noted the decline in winter storage rentals when the fee was increased from \$200 to \$250 in 2014 season.

**ECONOMICS:**

When the rates were \$200, Maintenance turned renters away as the barns were full. In 2013, 23 renters @ \$200 = \$4,600 in revenue. In 2014, 17 renters @ \$250 = \$4,250. Then in 2015, 14 renters @ \$250 = \$3,500. Every year has been a notable decrease to revenue.

**RECOMMENDATION:**

Approve the winter rate fee reduction from \$250 to \$200 for the 2016-17 storage season to attract former renters and keep them returning each year.

CC: Jan Histed  
Kim Pressnitz  
Tom Hickner  
Cristen Gignac  
Beth Trahan



## BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 13, 2016

## RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/6/16)

**WHEREAS,** Recreation/Maintenance staff have noted the decline in winter storage rentals since the fee was increased from \$200 to \$250 in 2014 season; and

**WHEREAS,** When the rates were \$200, renters were turned away as the barns were at full capacity; In 2013, 23 renters @ \$200 = \$4,600 in revenue; In 2014, 17 renters @ \$250 = \$4,250; In 2015, 14 renters @ \$250 = \$3,500; and

**WHEREAS,** Every year has shown a notable decrease to revenue; and

**WHEREAS,** The Supervisor of Buildings and Grounds is recommending a reduction in winter storage rates for the 2016-2017 season in an effort to attract former renters and new renters and ensure their return each year hereafter; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners approves a reduction in winter storage rates for the 2016-2017 season from \$250 to \$200.

**KIM COONAN, CHAIR  
AND COMMITTEE**

## Bldgs &amp; Grnds - Fairgrounds Winter Storage Rates

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

**BAY COUNTY BOARD OF COMMISSIONERS****SEPTEMBER 13, 2016****RESOLUTION****BY:           WAYS AND MEANS COMMITTEE (9/6/16)****RESOLVED** That the Bay County Board of Commissioners hereby approves the claims against the County as follows:**ACCOUNTS PAYABLE:**

08/10/16	\$	577,112.50
08/17/16	\$	504,813.80
08/24/16	\$	355,939.72
08/03/16	\$	232,181.47

**BAYANET:**

08/01/16 - 08/31/16

Payables	\$	48,773.16
Payroll	\$	

**HOUSING (Center Ridge Arms):**

08/09/16	\$	41,623.62
08/24/16	\$	17,730.36

**KIM COONAN, CHAIR  
AND COMMITTEE****Payables-August****MOVED BY COMM.** \_\_\_\_\_**SUPPORTED BY COMM.** \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

**VOTE TOTALS:**
**ROLL CALL:** YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
**VOICE:** YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

**DISPOSITION:** ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

## RESOLUTION

NO. \_\_\_\_\_

BY: WAYS AND MEANS COMMITTEE

09/06/2016

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 09/13/2016 and, if required, the Chairman of the Board is hereby authorized to execute any documentation necessary for said Budget Adjustments on behalf of Bay County:

Journal Request Number	Fund Involved Department Involved	Favorable Impact	Unfavorable Impact	No Impact
2016-09-002	GENERAL FUND SHERIFF DEPARTMENT MARINE SAFETY Total GENERAL FUND			X
	BUDGET FOR THE PURCHASE OF A DIVE RESCUE VAN FROM MIDLAND COUNTY. THE ESTIMATED VALUE IS \$4,500 WITH A PURCHASE PRICE OF \$500.			
2016-09-003	GENERAL FUND BOARD OF COMMISSIONERS SECONDARY ROAD PATROL Total GENERAL FUND		\$793	
	BUDGET FOR \$1,000 CONTRIBUTION FROM ENBRIDGE RECEIPTED ON JUNE 3, 2014. THE CONTRIBUTION MUST BE SPENT ON FIRE PREVENTION TYPE OF ITEMS FOR OUR FIRE INVESTIGATOR. IN THE YEAR 2015, \$207 WAS SPENT SO THE BALANCE OF \$793 WILL BE BUDGETED TO BE SPENT IN 2016.			
2016-09-006	GENERAL FUND PINCONNING PARK Total GENERAL FUND			X
	TO BUDGET FOR PINCONNING PARK EXTRA REVENUE AND TEMPORARY HELP FOR YEAR END.			

Kim Coonan, Chairman W. & M. and Committee

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# Budget Adjustment Detail

Journal Request Number 2016-09-002

Ref: DIVE

Desc: DIVE VAN

Eff Date: 09/13/2016

Org / Object	Description	I/D	Amount
GENERAL FUND			
SHERIFF DEPARTMENT			
10130100 82200	ADMINISTRATIVE SERVICES	D	500
MARINE SAFETY			
10133101 67510	CONTRIBUTIONS-OTHER COUNTIES	I	4,000
10133101 98100	VEHICLES	I	4,500
Total GENERAL FUND		Favorable \$0	Unfavorable \$0

## Explanation

BUDGET FOR THE PURCHASE OF A DIVE RESCUE VAN FROM MIDLAND COUNTY. THE ESTIMATED VALUE IS \$4,500 WITH A PURCHASE PRICE OF \$500.

*John E. Miller*  
*Sheriff Of Bay County*

Troy Cunningham  
Undersheriff

Troy A. Stewart  
Jail Administrator



DATE: August 24, 2016  
TO: Kim Coonan  
Chairman of Ways and Means Committee  
FROM: Sheriff John E. Miller *J. E. Miller*  
REF: Enbridge (U.S.) Inc.

Background: In March 2014 the Enbridge Inc. sent to the Sheriff's Office funds totaling \$1,000.00. Noted in the description is to purchase fire prevention items for the needs our fire investigator.

Finance: Requested funds be deposited into 10131500 – 74500 to draw from and recognize the specific earmarked purchased items. \$207.20 was spent which left a balance that was rolled in the general fund. Now we have need to purchase items using the balance funds, also need to exhaust the old monies before Enbridge will contribute for the year 2015.

Recommendations: I am requesting the committee's approval and authorizations and make necessary budget adjustments for item purchases.

Thank you for your consideration.

C: Deanne Berger, BOC  
Undersheriff Troy Cunningham  
Jan Histed, Finance Officer  
Kim Priessnitz, Assistant Finance Officer  
File

Ln/ways.Srdpatrol 2016

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Phone: (989) 895-4050

*Public Safety Depends On You!*  
503 Third Street, Bay City, Michigan 48708

Fax: (989) 895-4058



# Budget Adjustment Detail

Journal Request Number 2016-09-003

Ref: ENBRID

Desc: ENBRIDGE

Eff Date: 09/13/2016

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100 40001	FUND BALANCE	I	793
SECONDARY ROAD PATROL			
10131500 74500	ROAD/MARINE PATROL SUPPLIES	I	793
Total GENERAL FUND		Favorable \$0	Unfavorable \$793

## Explanation

BUDGET FOR \$1,000 CONTRIBUTION FROM ENBRIDGE RECEIPTED ON JUNE 3, 2014. THE CONTRIBUTION MUST BE SPENT ON FIRE PREVENTION TYPE OF ITEMS FOR OUR FIRE INVESTIGATOR. IN THE YEAR 2015, \$207 WAS SPENT SO THE BALANCE OF \$793 WILL BE BUDGETED TO BE SPENT IN 2016.

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# Budget Adjustment Detail

Journal Request Number 2016-09-006

Ref: PINCON

Desc: PINCONNING

Eff Date: 09/13/2016

Org / Object	Description	I/D	Amount
GENERAL FUND			
PINCONNING PARK			
10176300 65100	REGISTRATIONS,USE & ADMISS FEE	I	3,240
10176300 70500	TEMPORARY HELP	I	3,000
10176300 71500	SOCIAL SECURITY	I	230
10176300 72100	WORKERS' COMPENSATION	I	5
10176300 72500	UNEMPLOYMENT COMPENSATION	I	5
Total GENERAL FUND		Favorable \$0	Unfavorable \$0

## Explanation

TO BUDGET FOR PINCONNING PARK EXTRA REVENUE AND TEMPORARY HELP FOR YEAR END.

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Description	Journal Number	2016 Fund Balance
Estimated Unaudited Unassigned Fund Balance or (Deficit) 12/31/2015		\$6,063,654
Previous years Assigned Fund Balance for P.O.'s *		\$294,207
Previous years Assigned Fund Balance for designation to balance 2016 Budget		\$253,258
Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2015		\$6,611,119
2016 Budgeted Surplus /(Deficit)		-\$253,258

## BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH AUGUST 2016

Increase Community Center budget for purchase of exercise equipment	16-01-0454	-\$12,500
Incr. budget to purchase equipment for cardio drumming class at Community Center	16-01-0453	-\$300
Increase Corporation Counsel budget for internet expenses	16-02-0003	-\$5,670
Budget for cable expenditures for Civic Arena, Community Center and Golf Course	16-02-0004	-\$2,900
Increase Secondary Road Patrol budget due to increased vehicle costs	16-02-0006	-1,160
Increase budget to repair the farmers market canopy	16-02-0313	-3,000
Increase temporary seasonal help for May through October the year 2016	16-03-0002	-5,250
Budget for outside consultants to develop procedures and loss preventions	16-03-0003	-5,000
Budget for Child Care CASA program	16-03-0416	-13,846
Budget for 2015 PO's @ 12-31-15 rolled over*	16-04-0221	-294,207
Adjust VOCA 2015-2016 grant agreement was increased to \$75,000.	16-04-0002	6,477
Inc. Gypsy Moth Coordinator position an additional five hours per week for G. Fund w.	16-05-0002	-6,893
Budget for circulating pump at Community Center swimming pool	16-05-0350	-8,400
Budget for engineering services for concrete piers & bases at County Market building	16-04-0351	-3,500
Budget for a tractor/mower at the Golf Course	16-05-0428	-19,200
Budget for repairs and upgrades to the aging elevator at the Sheriff Department	16-06-0006	-61,450
Budget for Emergency repair of water main at Community Center	16-06-0007	-10,290
Increase outside legal fees for Corporation Counsel budget	16-08-0003	-11,200
Budget for the purchase of guns for the Road Patrol	16-08-0002	-2,500

August 30, 2016

-460,789

Estimated Unassigned Fund Balance or (Deficit) 8/30/2016

\$5,897,072



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

**Thomas L. Hickner**  
County Executive

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**TO:** Kim Coonan, Chairperson  
Ways & Means Committee

**FROM:** Jan Histed *QH*  
Finance Officer

**RE:** Executive Directive #2007-11

**DATE:** August 31, 2016

**REQUEST:**

Please place this memo on the September 6, 2016, agenda for your committee's information.

**BACKGROUND:**

On August 4, 2016 an e-mail was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

**ECONOMICS:**

As of the date of this missive, the following are the updates to the previous correspondence:

1. The state grantor agencies that have responded to department's requests indicate that funding levels for the state grants with regard to fiscal year 2015 and/or 2016 appear to have no changes, except what is noted below:

**RECOMMENDATION:**

To receive.

**c:** Tom Hickner  
Kim Priessnitz  
Tiffany Jerry